

APPENDIX D

DEFINITIONS

1. Accessibility (United States Only). For transportation purposes, a school shall be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of 1 hour or less each way. (See also Walking Distance definition 71.)

2. Administrative Support. Common support of installations and personnel using commercial design vehicles. All DoD sedans and most station wagons are included in the administrative support category. (See also Tactical and Nontactical Vehicle.)

3. Agency. A Department, independent establishment, or other unit of the Executive Branch of the Federal Government including a wholly owned government corporation, in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

4. Alternative Fuel Vehicles. A motor vehicle capable of operating on alternative fuels such as methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

5. Auxiliary Parking Areas. Areas located away from a main motor pool parking area that are designated by the installation commander as temporary parking areas for vehicles operating in the immediate vicinity of an activity.

6. Commercial Design Vehicle. A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment.

7. Commercial Facilities. Facilities used to provide services by private or commercial firms. Does not include in-house contractors.

8. Dependent School Children (United States Only). Those minor dependents of DoD personnel (and of members of other Federal Agencies when specifically indicated) attending primary or secondary schools, including kindergarten (or "pre-primary" or "junior primary," etc.) where this group or class is:

a. Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

b. Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

9. Direct Labor. All work, performed by DoD personnel, charged to the transportation function that can be identified to a particular vehicle or group of vehicles, or other transportation equipment, at the time the labor is performed. Excludes cost of drivers.

10. Direct Maintenance Man-Hour Input Standards. A standard establishing the maximum number of direct maintenance man-hours required for each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over its life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace, and repair components, such as assemblies or parts, including tires, tubes, and batteries, to correct or prevent malfunctioning, wear, failure, or deterioration. The standard is based on a fully qualified mechanic's performance and normal climatic, road, and other operating conditions generally experienced at most installations within CONUS.

11. Direct Material. All fuel, material, parts, and accessories charged to the transportation function that can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

12. DoD Dependent Schools (DoDDS). Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

13. DoD Dependent Student (Overseas Areas Only). A minor dependent who:

a. Is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who stands in loco parentis to such individual and who receives one-half or more of his or her support from such a sponsor.

b. Is authorized transportation at U.S. Government expense to or from an overseas area, if the DoD sponsor is military; or

c. Is an authorized member of the household of a DoD sponsor entitled to a living quarters allowance, as authorized by the Department of State (see Department of State Standardized Regulations reference (zz) and DoD 1400.25-M (reference (aaa))) if the DoD sponsor is civilian.

d. Has not completed secondary school and who will reach his or her 5th but not 21st birthday by December 31 of the current school year; or

e. Is handicapped and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DoDDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or

f. Is a preschool-age child who will be 4 years of age by December 31 of the current school year, provided that the Director, DoDDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

14. DoD Sponsor. An individual who is either:

- a. A member of the Armed Forces serving on active duty, or
- b. A civilian officer or employee of the Department of Defense paid from appropriated funds.
15. DoD Sponsor (Overseas Areas Only). A member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a civilian employee of the Department of Defense who is employed on a full time basis, paid from appropriated funds, and stationed overseas, and who is either a U.S. citizen or a person lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the U.S. Immigration Laws (8 U.S.C., reference (bbb)).
16. Domicile. A place of residence, regardless of where located, excluding TDY residences.
17. Employee. An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps established by Section 102 of Title 42 U.S.C. (reference (ccc)).
18. Executive Sedan. A large sedan classified in Federal Standards issued by the General Services Administration as GSA Class IV.
19. Field Work. Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a government passenger carrier for transportation.
20. Group Transportation. A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.
21. Handicapped Children. Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped, or having specific learning disabilities and who, because of those impairments, need special education and related services. (See DoD Instruction 1342.12 (reference (ddd))).
22. Heads of Executive Departments. The Principal Officials of Executive Departments, who are appointed by the President, with the advice and consent of the Senate.
23. Identification. The legend, "For Official Use Only," the name or title of the DoD Component by which the vehicle is used, and the vehicle registration number.
24. Identification Card. The United States Government Motor Vehicle Operator's Identification Card, OF 346, or an agency-issued identification card that names the types of motor vehicles the holder is authorized to operate.

25. Identification Document. An official identification form issued by an agency that properly identifies the individual as a Federal employee of the agency.
26. Incidental Operator. An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a government-owned or-leased motor vehicle to properly carry out his or her assigned duties.
27. Indirect Labor. All work performed by civilian and military personnel charged to the transportation function that cannot be identified to a particular vehicle or group of vehicles.
28. Installation or Activity. Real property owned or leased by the United States, and under the jurisdiction of one of the DoD Components, including family housing designed for rent for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act (reference (eee)).
29. Intelligence, Investigative, or Security Purposes. Terms used in connection with vehicles exempt from the identification provisions of section 11-6; the term, "security purposes," does not include internal security functions performed by DoD Component installation and activities.
30. Labor Productivity Index. Index that reflects the relative efficiency of an individual or group of maintenance personnel when compared with job time standards developed from approved engineering sources or commercial flat rate references. The index is derived by dividing the total standard time allowed by the actual job operation time.
31. Local Education Agency (United States Only). A board of education or other legally constituted local school authority having administrative control and direction of public education in a city, county, township, independent, or other local school district. The term includes any agency that directly operates and maintains facilities for providing public education.
32. Local Public School (United States Only). That division of the State school system that provides free public education to any span of grades 1 through 12 plus kindergarten, and which is under the supervision and/or control of, and is designated by a legally constituted board of education (or other legally constituted local school authority) to serve the geographic attendance area in which a dependent child resides.
33. Lodging. Temporary sleeping place or quarters.
34. Maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.
35. Mass Transit. Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing "nonduty" types of transportation within a DoD installation or between sub-installations.

36. Military Design Vehicles. Motor vehicles (excluding general purpose commercial design) designed in accordance with military specifications to meet transportation requirements for the direct support of combat or tactical operations, or for training of troops for such operations.

37. Motor Vehicle. A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

38. Motor Vehicle Accident. An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other Acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

39. National Capital Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

40. Non-DoD Schools. Schools including dormitory facilities, other than DoD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DoD schools to provide room and board for eligible handicapped dependents when DoD Dependents Schools cannot provide an appropriate education. (See DoD Instruction 1342.13 (reference (fff))).

41. Nonproductive Time Utilization. All work performed by DoD personnel assigned to the transportation function that does not contribute to the accomplishment of the transportation mission. Nonproductive labor hours shall be the difference between the hours for the normal work week less the productive hours. Nonproductive time includes such items as guard duty and leave or training.

42. Nontactical Vehicle. A motor vehicle or trailer of commercial design acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

a. Administrative Support. Commercial design vehicles used for common support of installations and personnel. All DoD sedans and most station wagons are included.

b. Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

c. Operational Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

43. Official Purposes. Any application of a motor vehicle in support of authorized DoD functions, activities, or operations.

44. Operations. Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

45. Operator. An employee who is regularly required to operate DoD motor vehicles.

46. Operator Inspection and Service. Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

47. Parent. A legal guardian or other person standing in loco parentis.

48. Permissible Operating Distance (POD). The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 100 miles one way is considered the normal permissible operating distance.

49. Place of Employment. Any place within the accepted commuting area where the person performs his/her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place, (41 CFR 101-6.401 reference (ggg)).

50. Pooling. A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

51. Private School (United States Only). An elementary or secondary school that provides education within a span of grades 1 through 12, plus kindergarten, established by an agency other than the State or its subdivisions, but legally permitted under the laws of the State, or foreign government, and which includes within its curriculum all subjects that are usually taught under the laws of the States. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

52. Productive Time Utilization. All work performed by DoD personnel assigned to the transportation mission. This includes direct labor hours as productive time and indirect labor hours in the performance of normal duties such as supervisory, administrative, production control, clerical, dispatchers, custodial, and other overhead functions. Productive labor hours time utilization shall be used for manpower and management related purposes.

53. Public Education (United States Only). Education that is provided at public expense, under supervision and direction of the local education agency, without tuition charge, and that is provided as primary or secondary school education in the applicable State or territory.

54. Public Transportation. Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

55. Reasonable Distance. A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20 miles from the installation to the school is considered to be a reasonable distance.

56. Regular Means of Transportation. Includes regular public school transportation, regular private school transportation, regular inter and/or intra installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

57. Road Test. OPM Test No. 544 or similar road tests developed by Federal Agencies to evaluate the competency of prospective operators.

58. Scheduled DoD Bus Services. Scheduled bus services provided by DoD Components, to include bus services contracted by DoD Components.

59. Scheduled Inspection and Service. Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

60. Section Six School. Schools operated by DoD within the continental United States, Alaska, Hawaii, Puerto Rico, Wake Island, Guam, American Samoa, the Northern Marianas Islands, and the Virgin Islands.

61. Shuttle Service. This fare-free service is established to meet DoD requirements and operates only in duty areas.

62. Special Purposes Vehicles. Vehicles used or designed for a specialized function.

63. State License. A valid driver's license that would be required for the operation of similar vehicles for other than official government business by the states, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

64. Sub-Pools. An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

65. Tactical Vehicle. A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on pavement environment of their flight lines.

66. Taxi Service. Transportation services provided by vehicles dispatched with drivers on an "on-call" basis without appreciable delay or the need for prior arrangement for service. Taxi service vehicles may or may not be radio-equipped.

67. U-Drive-It (UDI). Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using agency.

68. United States. The 50 States and the District of Columbia. For transportation of dependent school children, this definition is expanded to include the Commonwealth of Puerto Rico and the possessions of the United States including the Trust Territory of the Pacific Islands and Midway Island.

69. Unscheduled Maintenance Service. Maintenance required between scheduled inspection and service intervals.

70. Vehicle Downtime Standard. The maximum percentage of time a vehicle is expected to be out of commission due to maintenance or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.

71. Walking Distance. In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1-1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc. For the United States, walking distances shall be established by local school authorities. (See paragraph 6-8.c. and section 6-14 for exceptions.)